

Personnel

UNITED STATES TRANSPORTATION COMMAND (USTRANSCOM) LEAVE AND PASS/LIBERTY ADMINISTRATIVE PROCEDURES

BY ORDER OF THE DEPUTY COMMANDER
COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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OPR: TCJ1-P (SMSgt Schmidt, USAF)
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Approved by: TCJ1 (Col Susan L. Espinal, USAF)

This instruction establishes the leave and pass/liberty administrative procedures to be followed by all United States Transportation Command (USTRANSCOM) military personnel and supervisors of military personnel assigned to Scott Air Force Base, Illinois.

SUMMARY OF REVISIONS

Revision authorizes the use of the USAF leave web system. Additionally, revision updates organizational titles and codes. Note: Since instruction was revised in its entirety, asterisks will not be used to identify revised material.

1. References and Supporting Information. References, related publications, abbreviations, acronyms, and terms used in this instruction are listed in Attachment 1.

2. General:

2.1. Manpower and Personnel Directorate (TCJ1) is responsible for establishing and monitoring USTRANSCOM leave and pass/liberty procedures.

2.2. Directors and Command Support Group (CSG) Chiefs will establish controls to ensure that the Services' and command's leave and pass/liberty administrative procedures are followed.

2.3. TCJ1 will issue, on a case-by-case basis, special instructions for use of leave and pass/liberty over holiday periods and special events.

2.4. Information on specific Service leave requirements can be obtained by reviewing the appropriate Service directive (see Attachment 1) or by contacting the Service-specific customer support team in the Personnel Programs Division (TCJ1-P).

3. Policies:

3.1. All leaves shall normally be submitted sufficiently in advance of the start date to allow for administrative processing (5 working days). Leave control numbers are issued no earlier than 14 days prior to the beginning date of the leave.

3.2. Requests for advance, excess, terminal, or emergency leave taken outside the Continental United States (CONUS) are processed in accordance with (IAW) applicable Service leave regulations.

3.3. Leave approving officials will ensure that the individual has sufficient leave to cover the leave period requested. Information can be verified on the individual's latest Leave and Earnings Statement or by contacting the member's customer support team in TCJ1-P. A request for advance or excess leave is processed IAW the applicable Service regulation.

3.4. Leave extensions (both ordinary and emergency) are requested by the individual concerned and approved by the individual's supervisor or the supervisor's chain of command. Necessary information to process an extension must be provided to TCJ1-P prior to the original requested leave ending date. Leave extensions may be requested in person, via telephone, or message. If requesting an extension for emergency leave, individuals can use the American Red Cross.

3.5. Types and Control of Pass/Liberty:

3.5.1. Regular. Regular pass/liberty begins at the end of normal working hours on a given day and expires with the start of normal working hours on the next working day. On weekends, a regular pass/liberty will usually be authorized to begin at the end of working hours on Friday afternoon until the start of work on Monday morning. This type of pass does not require written authorization. Regular pass periods will not exceed 72 hours in length, except for public holiday weekends and public holiday periods specifically extended by the President. For personnel on shift work, equivalent schedules should be arranged, though days of the week may vary.

3.5.2. Special. Special pass/liberty periods may include non-duty days, but must include at least one duty day. Special pass/liberty periods begin at the end of normal working hours on a given day and end with the start of normal working hours on the third day; such as, from Monday afternoon until Thursday morning. Usually, the length of a special pass/liberty is approximately 64 hours. This may be extended to fit the unit's operating schedule to a maximum of 72 hours. Pass/liberty of 72 hours or less may be approved by the supervisor or delegated approval authority.

3.5.3. In unusual circumstances, if the supervisor deems it appropriate, a longer special pass/liberty period other than that outlined in paragraph 3.5.2. may be granted. In such cases, the pass begins at the end of normal working hours on a given day and expires with the start of normal working hours on the fourth day and includes at least 2 consecutive non-duty days; such as, from the end of work on Thursday afternoon until Monday morning. The length of pass/liberty is approximately 88 hours. It may be extended to fit the unit's operating schedule to

a maximum of 96 hours; however, under no circumstances will it exceed 96 hours. This pass/liberty may be approved by the supervisor or delegated approval authority.

3.5.4. Extensions may be granted by the approving authority; however, the total absence must not exceed 72 hours for a regular pass/liberty or 96 hours for a special pass/liberty. An extension that exceeds the pass/liberty period is charged as ordinary leave.

3.5.5. Special pass/liberty will not be granted in succession with leave or another special pass/liberty and vice versa; that is, at least one period of duty must be performed after termination of one and before implementation of the other.

3.6. Emergency Leave:

3.6.1. For approval, emergency leave must meet the criteria established by each individual's Service. It is the responsibility of the immediate supervisor or the Senior Enlisted Representative/Service Element Commander, as appropriate, to ensure the emergency exists. Leave within CONUS, even for emergency reasons, will be processed under the procedures for ordinary leave. However, emergency leaves will be marked, as such, on the leave form to facilitate prioritized handling if military transportation is utilized.

3.6.2. For emergency leave requiring overseas travel or when Air Mobility Command (AMC) travel is used, contact the Service Element Commander, Command First Sergeant, or Service Element Senior Enlisted Representative for assistance and special processing. For emergency leave in CONUS, the supervisor, on the next duty day, will notify the Service Element Commander, Senior Enlisted Representative, or Service Element Senior Enlisted Representative of any leave granted for emergency reasons after duty hours or on weekends.

3.6.3. After duty hours, home phone numbers for the Service Element Commanders, Command First Sergeant, and Service Element Senior Enlisted Representatives can be obtained from the USTRANSCOM Joint Mobility Operations Center, commercial 618-229-1005.

4. Procedures:

4.1. Air Force (AF):

4.1.1. Ordinary leave:

4.1.1.1. Requests for ordinary leave are processed electronically. Access the 375th Airlift Wing leave web site (<https://www.leave.scott.af.mil>) to request leave. Leave request will flow electronically to all concerned individuals. Upon final approval, the member will receive a leave number. Leave is charged IAW Table 1 of Air Force Instruction (AFI) 36-3003, Military Leave Program.

4.1.1.2. The electronic AF Form 988 is completed by the individual through Leave Web and approved by the individual's supervisor or supervisor's chain of command (except for advance, excess, and terminal leave, which require AF Element Section Commander approval).

4.1.1.3. The Air Force Personnel Branch (TCJ1-PF) will approve ordinary leave through Leave Web. Leave authorization numbers will automatically be assigned and the member and supervisor will be notified via e-mail. Part 1 will automatically be forwarded to 375th Airlift Wing, Financial Management (375AW/FMF); Parts II and III are maintained and available for print in Leave Web. All leaves other than ordinary, must be submitted on the AF Form 988 and not processed through Leave Web.

4.1.1.4. On the first duty day following leave, the member and supervisor complete Part III via Leave Web for ordinary leave; or Part III, Section III, of the AF Form 988 for all other leaves, and forwards to TCJ1-PF for final processing.

4.1.2. Emergency Leave. The procedures outlined in paragraph 3.6 will be followed for emergency leave. When emergency leave takes place after duty hours or on weekends, the individual or supervisor will contact the Command First Sergeant. The First Sergeant will assign a leave number and process the form. If overseas travel is involved, TCJ1-PF will process AF Form 972, Request and Authorization for Emergency Leave Travel, and/or AF Form 973, Request and Authorization for Dependent(s) Travel, according to Air Force instruction. Overseas travel orders must be verified by the 375 AW/FMF for funding. During non-duty hours, the First Sergeant will contact the 375th Airlift Wing Command Post, commercial 618-256-5891, for verification. For emergency leave orders in the CONUS, the AF Form 988 may be prepared by the individual, immediate supervisor, or designated personnel. Ensure leave number has been issued and documented. The First Sergeant will sign and date the AF Form 988.

4.1.3. Passes. Special passes are documented on an AF Form 988 by marking the "Other" box in Section 1, Block 8. If the member fails to return to duty from a special pass, the AF Form 988 will be processed. No leave authorization number is necessary.

4.1.4. Permissive Temporary Duty (PTDY). The Air Force Element Section Commander is the approval authority for PTDY. PTDY will be documented on an AF Form 988. Individuals arriving permanent change of station (PCS) are authorized up to 8 days PTDY for house hunting after signing in. Individuals departing PCS are authorized up to 10 days PTDY for house hunting prior to out-processing. Individuals who are retiring or receiving transition benefits are authorized up to 20 days PTDY for job and house hunting prior to out-processing.

4.2. Army:

4.2.1. Ordinary leave:

4.2.1.1. Department of Army (DA) Form 31, Request and Authority for Leave, is used for Army leave.

4.2.1.2. DA Form 31 is completed by the individual. Upon completion of the form, the individual must obtain the supervisor's or delegated approval authority's signature and forward the leave request to TCJ1-PA. ***DO NOT*** complete blocks 1 (control number), 3 (date), and 13 (signature and title of approving authority). These blocks are completed by the Army Personnel Branch (TCJ1-PA) at the time the leave request is processed.

4.2.1.3. The DA Form 31 is forwarded to TCJ1-PA for assigning of a leave control number and for the signature of the "approving authority." The "approving authority" is a member of the Army cell authorized by the Personnel Support Center at Fort Leonard Wood, Missouri. This individual's signature must appear on the form in order for it to be processed. A request for advance, transitional, or excess leave is approved by the USTRANSCOM Army Element Commander.

4.2.1.4. The Service member should obtain copy 2 of DA Form 31 prior to starting leave.

4.2.1.5. Personnel are automatically signed out on the first day of leave (there is no need to personally check out). If the individual elects not to start leave on the first day as indicated on the DA Form 31, they should notify TCJ1-PA to preclude being charged leave. If an individual performs duty for more than half of the normal workday, that day is not charged as leave. The member should notify TCJ1-PA to preclude being charged leave.

4.2.2. Emergency Leave. The procedures in paragraph 3.6 will be followed for emergency leave, except for emergency leave that takes place after duty hours or on weekends. In this case, the supervisor will be contacted at home to provide approving authority. Special handling is as follows:

4.2.2.1. For emergency leave within CONUS, the DA Form 31, minus the individual's copy, will be provided to TCJ1-PA NLT the morning of the next normal duty day.

4.2.2.2. If emergency leave requires travel outside CONUS, the Army Element Commander will contact TCJ1-PA for assistance in obtaining emergency leave orders from Fort Leonard Wood, Missouri, and port call for overseas travel.

4.2.3. Pass/liberty. A special pass/liberty of 24 hours or more is documented on a DA Form 31 by marking the "Other" box in Part I, Section 7. The copy annotated "member's copy" is given to the individual and the remaining copies are retained by the supervisor. Copies can be destroyed upon the individual's return to duty.

4.3. Navy and Marine Corps:

4.3.1. Ordinary leave:

4.3.1.1. Navy Comptroller (NAVCOMPT) Form 3065, Leave Request/Authorization, is used to place Navy personnel on leave. Navy Marine Corps (NAVMC) Form 3, Leave Authorization, is used to place Marine Corps personnel on leave. Leave is not charged for the day when an individual begins the leave after a normal duty day and returns from leave prior to a normal duty day starting.

4.3.1.2. NAVCOMPT Form 3065/NAVMC 3 is completed by the individual and approved by the individual's supervisor or delegated approval authority (except for excess leave or advance leave, which require approval by the Navy Element Commander).

4.3.1.3. The member requesting leave will take the completed NAVCOMPT Form 3065/NAVMC 3 with leave authorizing officials' signatures to the Navy and Marine Corps Personnel Branch, TCJ1-PN, for issuance of a leave control number. When circumstances preclude the member from personally delivering the form to TCJ1-PN, the supervisor or delegated approval authority will call TCJ1-PN for a leave control number.

4.3.1.4. Upon issuance of a leave control number for Navy personnel, NAVCOMPT Form 3065, Part 1, is returned to the member. Part 2 is retained in suspense by the supervisor until the member returns from leave and then destroyed. Part 3 is forwarded by TCJ1-PN to the Personnel Support Detachment (PSD), Memphis, for proper leave accounting and control. If the form is computer-generated, TCJ1-PN will make appropriate copies and distribute. For the NAVMC 3, TCJ1-PN will assign a leave control number and telefax to Inspector/Instructor (I/I) Staff, H&S Company, 3rd Battalion, 24th Marines, Bridgeton, Missouri 63044-2314.

4.3.1.5. NAVCOMPT Form 3065/NAVMC 3, Part 1, Navy and Marine Corps Personnel in the grade of E-6 or above will sign themselves in and out; personnel in the grade of E-5 or below will be signed in and out by their supervisor.

4.3.1.6. The first duty day after returning from leave, NAVCOMPT Form 3065, Part 1, and original NAVMC 3 will be forwarded to TCJ1-PN for final processing. The original NAVMC 3 will be telefaxed to the Inspector and Instructor (I/I) Staff for immediate processing and then mailed to the I/I Staff to be included in the member's permanent record.

4.3.2. Emergency leave. The procedures outlined for ordinary leave will be followed for emergency leave, except for emergency leave that takes place after duty hours or on weekends. In this case, Navy personnel are given NAVCOMPT Form 3065, Part 1, without a leave control number. Parts 2 and 3 are taken to TCJ1-PN the morning of the next normal duty day so that a leave control number can be issued. For Marine Corps personnel, a copy of the NAVMC 3 will be forwarded to TCJ1-PN the next duty day for processing. For emergency leave requiring overseas travel, TCJ1-PN will prepare funded temporary duty/temporary active duty (TDY/TAD) orders and, if required, request for area clearance.

4.3.3. Pass/liberty. A special pass/liberty of 24 hours or more is documented on the NAVPERS Form 1336/3, Special Request Authorization Form (*for enlisted personnel only*), prepared in two copies. The original is given to the individual and the copy is retained by the supervisor. The supervisor can destroy both copies upon the individual's return to duty.

//SIGNED//

SUSAN L. ESPINAL

Colonel, USAF

Director, Manpower and Personnel

Attachment

Glossary of References and Supporting Information

GLOSSARY OF REFERENCES, ABBREVIATIONS, ACRONYMS, AND TERMS

Section A—References

Department of Defense (DOD) Directive (DODD) 1327.5, Leave and Liberty

Air Force Instruction (AFI) 36-3003, Military Leave Program

Army Regulation (AR) 600-8-10, Leaves and Passes

SECNAV Inst. 7220.81, Leave Authorization and Reporting Procedures Navy Members Only

NAVPERS 15560C, Navy Military Personnel Manual

MCO P1050.3H, Leave and Liberty Manual

Joint Federal Travel Regulation (JTR), Vol 1, Uniformed Service Members

Section B—Abbreviations and Acronyms

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|----------|---------------------------------|
| AF | Air Force |
| AFI | Air Force Instruction |
| AMC | Air Mobility Command |
| AR | Army Regulation |
| CONUS | Continental United States |
| DA | Department of Army |
| DODD | Department of Defense Directive |
| CSG | Command Support Group |
| IAW | In Accordance With |
| NAVCOMPT | Navy Comptroller |
| NAVMC | Navy Marine Corps |

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|------------|--------------------------------------|
| PSD | Personnel Support Detachment |
| PTDY | Permissive Temporary Duty |
| SECNAV | Secretary of the Navy |
| TAD | Temporary Active Duty |
| USTRANSCOM | United States Transportation Command |